

# **TIME AND ATTENDANCE** **SCREEN ID: HUA03**

COMPANY NUMBER----->

BATCH NUMBER-->

PAGE NUMBER----->

EMPLOYEE NUMBER	T C D	TRANS CODE	DEP SEC	(1)	(2)	(3)	HOURS	(5)	WKFLD	(6)	(7)
				O T	S H	D E D		RATE AMT (2nd Line Labor Dist Code)		A D J	A M T
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(1) OT (Overtime) Code:

- 0 - Regular Pay
- 1 - OT1 Agency defined rate
- 2 - OT2 Agency defined rate

(3) DED (Deduction) Code:

- 0 - Withhold normal deductions
- 7 - Withhold % deductions only
- 8 - Do not withhold deductions
- 9 - Withhold only banking deductions

(5) Rate/Amount:

Specify a 6-decimal rate or  
a 2-decimal amount  
ex: \$5.50/hour = 5500000  
ex: \$400 amt = 40000

(7) AMT (Amount) Indicator:

- 0 Rate/Amount Field;  
contains 6 decimal place rate  
if hours are entered;  
contains 2 decimal place  
amount if hours are not entered.

(2) SH (Shift) Code:

- 0 or 1 - None
- 2 - Second Shift
- 3 - Third Shift

(4) Hours:

Enter regular or OT hours  
Enter as 2-decimal amount  
ex: 40 hours = 4000

(6) ADJ (Adjustment) Indicator:

- Blank Override current pay.
- + Add amount to current pay.
- Subtract amount from current pay.

- 1 Rate/AMT field contains  
2-decimal place amount.

SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME

## **SCREEN ID: HRSBB**

Company  
Number

Batch  
Number

Control Totals 'A'  
(Regular Hours)

Control Totals 'B'  
(Overtime Hours)

Control Totals 'C'  
(Regular Rates and Amounts)

Control Totals 'D'  
(Overtime Rates and Amounts)

Pay Range

Authorized Signature

Date

Keyed By

Date

Form PR-3  
Rev 10/04